

## **GRAFTON RECREATION POLICIES**

- Programs are offered to Grafton residents first. Out-of-town residents may enroll if space is available with an additional \$10 fee.
- All programs are offered on a first-come, first-served basis. A waiting list will be formed or additional classes offered whenever possible. Classes may be cancelled and fees refunded due to low registration numbers or teacher availability. Enrollment is limited, so don't wait.
- Refunds: Prior to the start of a program, a full refund will be given for verifiable medical emergencies only. In the case of programs, field trips, etc. that requires purchases in advance, this amount will be deducted from all refunds. A 50% refund will be given for all other non-emergency situations. No refunds once a program begins. All refunds must be requested in writing. Classes are non-transferrable.
- Registrants are asked to sign up their family members only. All registrations must be returned to the Grafton Recreation Commission Office. ALL fees are payable at the time of registration.
- Programs and services are open to all. We do not discriminate based on race, religion, color, nationality, origin, sexual orientation, or persons with disabilities.
- We reserve the right to cancel, change, or consolidate classes when necessary. The Grafton Recreation Commission reserves the right to correct mistakes in this brochure at time of print. The Grafton Recreation Commission is not responsible for lost, misplaced, or stolen items.
- You will NOT receive confirmation of program selection unless a program needs to be changed or cancelled. Please keep this brochure handy for program dates and times.
- Additional waiver forms may be required for some programs, and are available in the Grafton Recreation Commission Office.
- Each program has specific age/grade requirements (on or before September 1 unless otherwise noted) because of concern for the safety and well-being of all children. This will be STRICTLY enforced. Violators will be removed from the program with NO REFUND. Proof of age may be required if deemed necessary.
- No resident will be refused participation due to inability to pay. If a hardship exists, a scholarship may be requested. Forms are available in the Grafton Recreation Commission Office. All requests will be evaluated based

## **No electronic devices of any kind are allowed in any program**

- on financial and/or personal hardships. All information will be kept strictly confidential.
- Parents are responsible for signing in and signing out their child daily. A note from the parent is required if the child will be leaving any program without parental supervision (walking, riding bike home, or leaving with another adult).
  - It is the parent's responsibility to drop off and pick up children on time from each program. The first infraction will result in a verbal warning. The second offense will result in the suspension of your child from the program for the following day with no refund. NO EXCEPTIONS.
  - Any staff may ask that your child be kept home or sent home if there are any behavioral issues which interfere with the rights and safety of others.
  - The Grafton Recreation Commission staff CANNOT dispense any medication. If a child requires medication, parents must make arrangements for someone to come and dispense the medication. A health form must be completed for all participants.
  - The Grafton Recreation Commission and/or the press will take pictures and/or videos on occasion of participants for publicity purposes.
  - Registration for all programs must be on an official registration form. We will not accept registrations by telephone. Incomplete or illegible registration forms will be returned to the sender. We are not responsible for lost or misdirected mail.

### **GRAFTON RECREATION COMMISSIONERS**

Bob Fitzpatrick • Kristen Belanger  
Heather Cargill • Stephen Crowley  
Gina DaLan

### **GRAFTON RECREATION COMMISSION STAFF**

Betty Wright, Recreation Director  
Lynn Thurlow Recreation Secretary